

DELAWARE NUTRIENT MANAGEMENT PROGRAM

Instructions for Completing the Turf Annual Report

This set of instructions is to help you navigate and fully complete your annual report to fulfill the requirements set forth by the Nutrient Management Law. The Turf Annual Report is required for anyone that applies nutrients (commercial fertilizer or manure) to 10 acres or more as part of any turf related business. This includes but is not limited to golf courses, lawncare and landscaping businesses, sports complexes, and school athletic fields. If you need additional help you may call the Nutrient Management Program and one of our staff members will guide you through the required information.

Follow along to complete sections 1 through 6.

Section 1: Participant Information

1. PARTICIPANT INFORMATION	
<i>Applicant Name</i>	
<i>Mailing Address</i>	
<i>Phone</i>	
<i>Email</i>	
<i>Operation Name</i>	
<i>Operation Address</i>	
<i>Name, Number & Expiration of NM Certification Holder in the Operation</i>	

REQUIRED SECTION

- If you completed and submitted the previous year's annual report, this section will come pre-filled. If any of the pre-filled information is incorrect, please strikethrough the incorrect information and write in the new, correct information. We will update our database accordingly.
- IF this section is blank, please complete it to the fullest extent.



- The “Name, Number & Expiration of NM Certification Holder” section will list anyone we have listed as a certified individual within your operation.
 - The expiration date is to help you keep track of when an individual will be required to renew their certification
 - IF expired, the individual needs to complete the necessary continuing education credits as soon as possible to regain compliance.

Section 2: Management Plan Type

REQUIRED SECTION

- Similar to Section 1, if you have completed and submitted an annual report in the previous year, this section should be completed with the plan information we have on file for the specified operation.
- If this section is pre-filled and the plan has expired, please strike through the incorrect information and update it accordingly.
- If this section is blank please complete it according to the following guidelines:
 - Nutrient Management Plan (NMP) is a plan written by a certified consultant and may include up to 3 years of recommendations for your turf acres
- **LAWN CARE & LANDSCAPING COMPANIES: If you apply nutrients to 10 acres or more to a customer base that changes yearly, please write in NMP- Landscape Company until further notice.**
- **If you do not have a plan for your operation, please call us to help you get in contact with a certified consultant**

2. MANAGEMENT PLAN TYPE	
Plan Types:	
<ul style="list-style-type: none">• Nutrient Management Plan (NMP) - Crops with or without Animals• Animal Waste Management Plan (AWMP – No Crops)• CAFO (Concentrated Animal Feeding Operation Plan)	
Management Plan Type	
NM Consultant Name	
Start Date of Most Current Plan	
Expiration Date of Most Current Plan	
Total Acres Included in the Plan	
Years of Plan	

Section 3: Watershed

3. WATERSHED – Geographical Location(s) of Operation					
%	Watershed	%	Watershed	%	Watershed

REQUIRED SECTION

- The watershed information for your operation can be found within your Nutrient Management Plan
 - It can also be found via your address here: <http://delawarewatersheds.org/find-your-watershed-address/>
- This section **MUST ADD UP TO 100%**
- Please include the percentage for each watershed your operation falls with
- IF you have **MORE THAN 3** watersheds, please write additional watersheds on the back of the annual report form or attach a sheet with the additional watersheds.
- **LAWN CARE & LANDSCAPING COMPANIES:** if you do not know what watersheds you are working in, record percentages and the main city areas you apply nutrients in
 - For example- 25% Wilmington and 75% Newark
 - OR use the link above to determine your watershed areas

Section 4: Summary of Nutrient Applications

4. SUMMARY OF NUTRIENT APPLICATIONS <input type="checkbox"/> Not Applicable				
Application Area	Nitrogen		Phosphorous	
	Total Pounds	Total Acres	Total Pounds	Total Acres
Fairways				
Greens				
Tees				
Turf				
Rough				
Ornamentals				
Others				

REQUIRED SECTION

- Complete the appropriate line based on where you applied nitrogen and/or phosphorus

- Record your application totals for each area in POUNDS on total ACRES for both nitrogen and/or phosphorus
 - If you record your applications on the “Others” line please specify the application area type
-

Section 5: Organic Nutrient Application

5. ORGANIC NUTRIENT APPLICATION		<input type="checkbox"/> Not Applicable
Source (Manure/Compost/Other)	% Total N Applied	% Total P Applied

- If you used any organic nutrient sources as part of your turf applications indicate the source and the percentage of total nitrogen or phosphorus applied as this type of material
 - Ex. 25% of your total nitrogen applications to turf were applied as compost
 - **This is not for you to indicate the nitrogen or phosphorus analysis of the material**
 - If you did not use any organic nutrient sources as part of your regiment, please check “Not Applicable”
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Section 6: Enhanced Efficiency Fertilizers

6. ENHANCED EFFICIENCY FERTILIZERS		<input type="checkbox"/> Not Applicable
Fertilizer (Brand, Name)	% Total N Applied	% Total P Applied

- If you used any enhanced efficiency fertilizers as part of your turf applications indicate the source and the percentage of total nitrogen or phosphorus applied as this type of material
 - Ex. 50% of your total nitrogen applications to turf were applied as a 10-0-0 slow release fertilizer (include brand)
- **This is not for you to indicate the nitrogen or phosphorus analysis of the material**

- If you did not use any organic nutrient sources as part of your regiment, please check “Not Applicable”

Lastly, please **sign and date** the bottom of the annual report and submit via mail or email to the Nutrient Management Program at the Delaware Department of Agriculture.

